

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

SYSTEMS SOFTWARE SPECIALIST I (Technical)
(LM60/1587)

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: \$5,064.00 - \$6,465.00

DUTIES:

Under the general direction of the Auditor Specialist III, BSA, (IS) the Systems Software Specialist I performs duties that enhance the quality of the Bureau's audit activities. The Information Technology Audit Support Unit provides analytical and technical audit assistance. Specifically, the duties for this position include but are not limited to the follow:

- Working with audit teams to gain an understanding of available data.
- Working with various state departments to obtain audit related data.
- Performing any necessary data conversions or data merges.
- Conducting data analysis addressing audit questions.
- Documenting methodologies and findings.
- Devising data reliability assessment strategies.
- Providing information to audit teams to aid in decision-making with regard to the sufficiency of data reliability for the engagement.
- Assisting audit teams by documenting the assessment of data reliability.
- Acting as a liaison between audit teams and technical staff of the state department being audited.
- Developing and conducting training classes for bureau staff on IT-related topics.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Programming using business analytics software products such as ACL, IDEA, or SAS; or mainframe programming experience using such as applications as Job Control Language (JCL), mainframe utilities, COBOL, or DYL280.
- Research and information-gathering techniques; basic principles and practices of descriptive and inferential statistics.

Ability to:

- Manage complex projects; analyze data and document methodologies used; and draw valid conclusions.
- Speak, write, and present effectively.
- Work effectively independently or as a team member.
- Identify controversial or sensitive issues affecting the audit; plan, organize, and effectively communicate with audit teams.
- Reason logically and creatively and use a variety of analytical techniques to resolve problems.
- Develop and evaluate alternatives to resolve problems identified.
- Travel and work overtime.

HOW TO APPLY: Complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

FINAL FILING DATE: UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audit employees are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*